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ABSTRACT

This report presents and explains new standards developed for Alabama public libraries in response to a need for a clearly articulated, easily used, and broadly based public library planning and development tool. Intended to provide an overview of the new standards, the introduction discusses why the standards were developed; their purposes; how they are significantly different from the old standards of 1982; how the new standards were developed; and how they should be used. Library standards and the seven-stage planning process model are explained, as are the assumptions underlying the planning process. Specific, quantitative standards are then provided for the various functions of the public library, including administration, access, collections, services, community relations, and cooperation with other types of libraries. Standards for public library systems are also provided for administration, library development/service extension, consulting and services, and resource sharing. Appendixes contain guidelines for developing personnel, collection development, and library service policies together with a list of the types of materials recommended for a basic reference collection, and a list of public libraries and library systems in Alabama. (6 references) (EW)

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Standards for Public Library Service in Alabama

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Standards for Public Library Service in Alabama

DEVELOPED BY THE

JOINT COMMITTEE ON PUBLIC LIBRARY STANDARDS

ALABAMA LIBRARY ASSOCIATION/
ALABAMA PUBLIC LIBRARY SERVICE

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1988

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INTRODUCTION

The purpose of this introduction is to acquaint library staff members, library trustees, and all library advocates with the new Alabama public library standards. This introduction will provide an overview of the development of the new standards and will also explain the future use of the standards.

Why were the standards developed?

The last set of standards for Alabama's public libraries was written in 1982. Not only have library service issues changed since then, but there is an apparent need for new standards which will clearly describe characteristics for different types of public library structures and which will also be a basis for public library development statewide.

The new standards were developed in response to a need for a clearly articulated, easily used, and broadly based public library planning and development tool.

What are the purposes of the new standards?

The new standards have several different purposes. For public libraries and library systems, the standards are a method by which to assess and to plan for better library service at the local or system level. Library needs can be documented and strong justification can be made for improved funding from local sources. The standards can provide a consistent process which can be used over a period of time to develop improvements in public library service.

For the Alabama Public Library Service, the new standards can serve as a statewide indicator of current library services and as a guide indicating future planning actions. The standards can be viable both as a consulting tool and as a basis for statewide public library planning and development. Additionally, the new standards can serve as a basis for the development of realistic state aid criteria and as potential criteria for the distribution of federal funds to public libraries.

How are the new standards significantly different from the old standards?

The new standards include a section on long-range planning. Planning is an essential task for public libraries. It is an effort which ensures that library administrators continually monitor, assess, and improve library performance. The long-range planning process should be used in conjunction with the new standards. The new standards can be utilized as a tool by which to gather current data about a library, and the standards can also be used in the development of library objectives.

The new standards also make a clear distinction between a public library and a public library system. Depending upon these definitions, a public library organization will use either one or both of the standards sections.

PUBLIC LIBRARY: A public library is defined as an agency which is overseen by a single legally established policy-making board of trustees. A public library may or may not have branch library agencies.

PUBLIC LIBRARY SYSTEM: A public library system is defined as an organization which is composed of legally established autonomous public libraries. A public library system is characterized by multiple policy-making library boards operating within a framework of written contracts. A public library organization covering more than one county will be considered a library system.

Currently in Alabama, there exist multitype systems which include public libraries, public library systems, and other types of libraries such as school, academic, and special. Because of the composition of these multitype systems, they are not included in this standards document.

The new standards also include two new concepts in using the standards as an assessment and planning tool. These concepts are "priority standards" and "A, AA, AAA levels of aspiration."

PRIORITY STANDARDS: Throughout the standards are statements which are considered priorities; they are designated by asterisks next to their numbers. These priority standards are those which should be achieved first because of their fundamental importance to public library service.

A, AA, AAA LEVELS OF ASPIRATION: Several of the new standards have three levels of achievement or aspiration. This concept permits libraries to plan and to achieve service levels that are appropriate for their own communities. Depending upon community need and availability of resources, a library may choose to attain an AA or AAA level of aspiration in a particular category. The A level is the minimum level of achievement for a public library.

Another new feature of the standards is the checklist of "Not yet begun, Working on, and Achieved." Library staffs and trustees can use this checklist format to assess what needs to be started, what is in process, and what has been accomplished. Over a period of time, progress can be measured as more standards are marked as "Achieved."

How were the new standards developed?

The new standards have been developed by a joint committee of the Alabama Library Association and the Alabama Public Library Service. Created in early 1987, the Committee was charged to develop standards which would:

- provide quantitative measurement for each area of public library service;
- apply to every public library, including multi-agency library systems;
- incorporate long-range planning concepts, output (performance) measures, and other recent developments in public library service;
- provide a philosophical context for quality public library service;
- define minimal levels of service as well as levels of excellence;
- address public library organization and other types of library structures such as regional libraries or multitype library cooperatives;
- serve as a basis for local and statewide library assessment and development;
- serve as a basis for continuing education activities to be sponsored by both APLS and AlaLA; and
- serve as or in conjunction with APLS state aid criteria.

The new standards were developed through a series of committee meetings and through the use of surveys which were distributed to all public libraries and public library systems. Data which were extracted from the surveys became the basis for the quantifiable measurements of public library service.

In a sense, the new standards have been developed with the assistance of all public library staff in Alabama.

The membership of the Standards Committee was:

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The Committee was assisted in this process by a team of consultants who had considerable experience in the development of public library standards. The consultants were Douglas Zweizig (School of Library and Information Studies, University of Wisconsin—Madison), Debra Johnson (Graduate School of Library and Information Science, University of Illinois at Urbana–Champaign), and Karen Krueger (Janesville Public Library, Wisconsin).

How should the new standards be used?

The new standards are meant to be incorporated into the management of each public library and library system in Alabama. Library staffs and trustees should familiarize themselves with the standards and should adopt the standards as both assessment and planning tools.

Public library systems should adopt the new system standards for their own use, but should also adopt the public library standards as a library development tool.

The new standards should be used to assess the current situation in each library agency and to assist in the development of long–range plans and library evaluations.

LIBRARY STANDARDS AND THE PLANNING PROCESS

Public libraries in Alabama are entering into a new period of library standards, planning, and evaluation. The use of the new public library standards and a planning process are important to the future of libraries in Alabama. Used together, the planning process and library standards can insure a common purpose, consistent planning objectives, and a strong assessment strategy at the local, system, and state levels.

Public library staff members and trustees should adopt the new standards as a planning tool and as a set of objectives. The planning process should be utilized to assist public libraries in achieving the new public library standards.

For those who may be unfamiliar with the planning process, the following review provides a brief introduction.

Planning and evaluation are key words in the library literature of the last ten years. For public libraries, the current "planning process" model was introduced in 1980 with *A Planning Process for Public Libraries*. That publication aided libraries in planning library services based on community needs. This community–based model of planning was refined in the 1987 *Planning and Role Setting for Public Libraries*. These two publications provide the basics for libraries engaging in systematic, continuous planning.

The planning process is described in this standards document because it provides the framework for using the Alabama standards. As libraries work toward achieving these standards, the planning process can provide the structure for setting objectives based on these standards. In addition, the strategies chosen to implement the standards will reflect local community needs if these strategies are developed within this planning process.

Planning is first and foremost a process. The written plan, which is a static document, is an end result of this process. Planning is an ongoing, cyclical process, described by Robbins–Carter and Zweizig as "a series of successive approximations to a moving target" (p. 624). The moving target refers to the community's needs for library service; these needs continue to move while the library works to carry out its plan. The

plan itself is only a "snapshot" of the community and the library's response to that community. As the community changes, the library's plan needs to change along with it.

Why plan?

Before focusing on the steps of the planning process, it is important to address the question, "Why plan?" In its simplest form, it can be assumed that planning is done primarily to "get things done." But planning is future oriented, moving the library away from reacting to daily problems to trying to achieve desired results: focusing on library standards, goals, and objectives, and planning aids in allocating human and financial resources.

The key benefit of engaging in planning is improved quality and effectiveness. Without a plan, library administrators have no way to evaluate how effective the library has been. With the attention on end results, library staff can begin to answer the question, "What difference did we make?"

The planning model

The planning process, as described in *Planning and Role Setting for Public Libraries; A Manual of Options and Procedures*, has seven stages. **Planning to plan** is the first stage. During this phase, library staff, trustees, and the community planning group learn about the new library standards and the planning process and explore assumptions underlying planning. In order to plan, the library environment needs to be receptive to change. A basic understanding of interpersonal communication skills can greatly improve the process. In addition, all constituencies involved in planning need to know the reasons for the planning, the anticipated outcomes, and the expected role of each individual in the process.

In most libraries a need exists for a planning committee to coordinate the planning effort. The make-up of the committee varies, although membership can include library staff at all levels in the library, representatives of the client groups served, and the governing board. Even in small libraries, a committee should be used to tie in these various community constituencies.

The second stage, **looking around**, is the information-gathering phase of the process. The library studies both the library and the environment in which the library serves. The process provides data that **supports** the planning process and is not an end in itself. The information gathered in the planning process has been described as the factual cornerstone of the plan.

What is our current status? What do we want our future to be? What constraints might inhibit us?

The library primarily gathers information in the following four areas:

- **The environment**; for example, the economy, political structure, and community services.
- **The target group or market**. Who makes up your community? What are their characteristics and needs? How are these people grouped?
- **The resources available to the library**; for example, information resources, personnel (paid and volunteer), financial liabilities and assets, and facilities.
- **The programs of the library**. Activities currently occurring in the library are examined for resources used (income, personnel, facilities), activities generated, users, and past and current performance.

The new public library standards should be used as the assessment tool for this part of the information-gathering task. Assessing the libraries against the library standards will give a clear understanding of the current levels of achievement.

Determining roles and defining a mission statement is the third step in the process. Instead of assuming that the library can provide all services, certain service roles can be selected or given higher priority based on community needs and library resources. The eight service roles are:

COMMUNITY ACTIVITIES CENTER: The library is a multi-purpose agency, working with other agencies and organizations in the community to provide a coordinated program of cultural and recreational services.

COMMUNITY INFORMATION CENTER: The library provides a variety of current information on community organizations, issues, and services.

FORMAL EDUCATION SUPPORT CENTER: The library assists students at all levels in fulfilling educational objectives established in the various instructional settings in the community.

INDEPENDENT LEARNING CENTER: The library is a source of materials and services for persons pursuing learning on their own at all levels.

POPULAR MATERIALS CENTER: The library provides high-interest materials for persons of all ages for reading, viewing, and listening.

PRESCHOOLERS' DOOR TO LEARNING: The library encourages young children to develop an interest in reading and learning through services for children and parents.

REFERENCE LIBRARY: The library has a substantial collection of informational materials of interest to persons in the community who use it to support occupation-related investigations, personal interests, local history and genealogy.

RESEARCH CENTER: The library assists scholars and researchers to conduct in-depth studies, investigate specific areas of knowledge, and create new knowledge.

The selection of roles leads to the writing of a mission statement. This statement aids the library in communicating its purposes to the community.

The next step in the planning process is **setting the goals and objectives** of the library. These provide specific direction for the library. Goals are long-term statements that provide general direction for a program and are not usually measurable. An example is "the achievement of library standards for service in Alabama."

Objectives are short-term statements of achievement relating to specific public library standards. They have a time element and are measurable or verifiable. An example is "to increase the circulation per capita of library materials from 2.5 to 3 by June 30, 19__." The objectives are the basis for evaluation, allowing libraries to assess the degree to which they achieved the public library standards.

The fifth stage is called **taking action** and refers to the process of selecting appropriate actions or strategies. These are the means to the end—or what will be done to achieve the objectives. Along with the objectives, activities can be prioritized for allocation of library resources.

The preparation of the final written plan is the **planning product**, stage six of the process. During this stage, the library communicates the results of its planning efforts to all constituencies. Review of the process itself helps refine future planning cycles.

Review and recycling is the stage which completes the planning cycle and focuses on evaluation. Integral to the planning process, evaluation is the link from one planning cycle to the next. Evaluation determines how well a program did after a specified period of time. The results of this summative evaluation are used to modify the library's original goals and objectives, creating a cyclical approach to planning. The results may be used to justify a program, to improve a program, and to plan a new program. Evaluation clearly relates to the concept of achievement of standards. Libraries can determine how far they went (relating to quantity) and how well they did (relating to quality).

Assumptions underlying the planning process

The steps in the planning process break roughly into two groups. The first steps are focused on the *ends* desired, the achievement of public library standards. Looking around, selecting roles and determining a mission statement, and developing goals and objectives describe where the library wants to be. Overall, the general end desired is "improvement in the life of the client" (Zweizig and McClure, 1982, p. 240). The second stage—the actual implementation of the plan—focuses on the *means* needed to carry out the plan. This will include strategies for how the library will achieve standards. Planning needs to focus on the ends, not the means. If too much attention is given to the means, changes in procedures will occur without any understanding of community needs.

Staff are key participants in the planning process. Often front-line people have a good perspective on the problems and possible solutions. Staff participation helps to assure organization-wide ownership of the plan and aids staff commitment to meeting the organizational objectives.

The first planning cycle is a learning process. With this in mind, the first attempt can be more simplified. As the cycle repeats, different aspects can be covered in more detail. The level of effort in each stage of the planning process also will vary from year to year. For example, a library may choose a high level of effort in writing goals and objectives and a low level for community study. The next year, that library may emphasize the needs assessment portion for specified client groups. Simply stated, a library may not necessarily maintain the same level of effort in all of the planning steps in each planning cycle.

The planning process and Alabama's public library standards are an integrated methodology that provides for a state-wide level of service while preserving local autonomy in the achievement of service objectives.

Public libraries and public library systems should adopt the new library standards as an assessment and objective-setting document and should use the planning process as an avenue to the achievement of library standards.

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ALABAMA PUBLIC LIBRARY STANDARDS

Not yet begun | Working on | Achieved

ADMINISTRATION

1. An Alabama public library will have at least one paid library staff member for 20 hours per week **or** .3 FTE (full-time equivalent employee) for each 1000 persons in its community, whichever is higher. [ ] [ ] [ ]

*2. An Alabama public library will have non-capital expenditures per capita from local revenue as follows: [ ] [ ] [ ]

LEVELS:	A : $5.	AA : $10.	AAA : $15.	Level Selected : ____

3. An Alabama public library will have a percentage of the local community budget allocated for public library non-capital expenditures as follows: [ ] [ ] [ ]

LEVELS:	A : 1.5%	AA : 1.75%	AAA : 2.0%	Level Selected : ____

4. An Alabama public library will have written, board-approved policies on continuing education (CE) for the library staff that include the library's policies regarding release time for CE and paying costs of CE. [ ] [ ] [ ]

5. The director of an Alabama public library will attend at least two APLS Administrators' Meetings each year. [ ] [ ] [ ]

* Standards with asterisks are considered basic for the provision of library service in Alabama.

ADMINISTRATION (continued)

	Not yet begun	Working on	Achieved
6. The director of an Alabama public library will attend at least one state-level continuing education workshop each year.	[ ]	[ ]	[ ]
7. The director of an Alabama public library will have educational preparation of the following levels or better:	[ ]	[ ]	[ ]

FTE staff	Educational level
less than 1	High school degree
1—5	Four-year undergraduate degree
over 5	MLS degree from an ALA-accredited library school

*8. An Alabama public library will have written, board-approved policies on library personnel, incorporating elements found in Appendix A. These policies are to be reviewed at least every three years.	[ ]	[ ]	[ ]
*9. An Alabama public library will have a written, board-approved long-range plan to cover a period of five years from the current year, with annual updates. The plan will include the following parts:	[ ]	[ ]	[ ]

- Basic Information about the Library,
- Community Conditions and Library Needs,
- Roles and Mission Statement,
- Goals and Objectives,
- Planned Activities,
- Plans for the Monitoring of Activities,
- Plans for Assessing the Achievement of Objectives.

(See Charles R. McClure and others, *Planning & Role Setting for Public Libraries: A Manual of Options and Procedures*, American Library Association, 1987.)

ADMINISTRATION (continued)

		Not yet begun	Working on	Achieved
*10.	An Alabama public library will have board meetings that are open to the public. (This is a requirement of state law. See The Code of Alabama, §13A–14–2, Executive or secret sessions of certain boards.)	[ ]	[ ]	[ ]
*11.	An Alabama public library will have a minimum of bi–monthly board meetings.	[ ]	[ ]	[ ]
*12.	An Alabama public library will keep written minutes of board meetings, available to the general public. If the library is a member of a public library system, a signed copy of board minutes will be placed on file at the system headquarters.	[ ]	[ ]	[ ]
*13.	An Alabama public library will have written bylaws for the library board. These bylaws will be reviewed at least once every three years.	[ ]	[ ]	[ ]

Not yet begun | Working on | Achieved

ACCESS

*14. An Alabama public library will be open at least as many hours per week as recommended below for its population group. [ ] [ ] [ ]

Population	Hours open (per week)
less than 2,000	20
2,000—3,999	30
4,000—7,999	45
8,000—14,999	50
15,000—24,999	55
25,000—49,999	60
50,000 and over	66

*15. An Alabama public library will be open at least 35% of its hours on evenings and weekends. [ ] [ ] [ ]

16. An Alabama public library will have at least the space required to meet all other Alabama public library standards in order to serve its community's population. [ ] [ ] [ ]

17. An Alabama public library will prepare a space needs assessment every five years. [ ] [ ] [ ]

18. An Alabama public library will meet all federal, state, and municipal regulations pertaining to accessibility for the blind and physically handicapped. [ ] [ ] [ ]

ACCESS (continued)

	Not yet begun	Working on	Achieved
19. An Alabama public library will have at least four seats for each 1000 persons in its community, but no less than four seats.	[ ]	[ ]	[ ]
20. An Alabama public library will provide space for meetings or programs and will have a written policy for the use of such space.	[ ]	[ ]	[ ]
*21. An Alabama public library will have an identifying sign for the library visible from the street and will have library hours on a sign visible to the public from outside the library building.	[ ]	[ ]	[ ]
*22. An Alabama public library will have in each library outlet a telephone listed in the local directory.	[ ]	[ ]	[ ]
23. An Alabama public library will have facilities for the return of library materials when the library is closed.	[ ]	[ ]	[ ]
24. An Alabama public library will have sites readily accessible to all residents; in metropolitan areas, travel time to the library should not exceed 15 minutes one way by car, while in all other areas, travel time should not exceed 30 minutes. Where travel times to the library's principal facility exceed these limits, branches or outlets or alternate means of providing access (bookmobiles, books by mail) should be considered.	[ ]	[ ]	[ ]

	Not yet begun	Working on	Achieved

ACCESS (continued)

*25. An Alabama public library will offer all of its services, materials, and facilities (including the following) free-of-charge: [ ] [ ] [ ]

initial library card	interlibrary loans	videotapes
reference service	films	meeting rooms
new books	equipment	software
reserves	programs	

[excluding overdue fines, photocopies, use of meeting rooms by profit-based groups, supplies for programs, payments for lost or damaged material, and payments for lost or damaged borrowers' cards]

26. An Alabama public library will offer intra- and inter-library loan service to patrons when the material desired is not available from its collections. [ ] [ ] [ ]

Not yet begun | Working on | Achieved

COLLECTIONS

27. An Alabama public library will have a minimum of 7,500 volumes. [ ] [ ] [ ]

28. An Alabama public library will have at least as many volumes per capita for its population group as follows: [ ] [ ] [ ]

Population	Base Collection	Added volumes
less than 1,500	7,500	0
1,500 — 4,999	7,500	4 for each person above 1,500
5,000 — 24,999	21,500	3 for each person above 5,000
25,000 — 74,999	81,500	2 for each person above 25,000
75,000 and over	181,500	1 for each person above 75,000

In addition to the **required** base collection, a library may choose to meet the following percentages of the added volumes called for:

LEVELS:	A : 80%	AA : 90%	AAA : 100%	Level Selected : ____

For example, at the **AAA** level, a library serving a community with a population of 20,000 people would have a base collection of 21,500 and three additional volumes for each person above 5,000, or 15,000 persons. Three times 15,000 would mean 45,000 added volumes, for a total collection size of 66,500 volumes. A library choosing the **AA** level would have the base collection of 21,500 and 90% of 45,000 added volumes, or 40,500 added volumes, for a total collection size of 62,000 volumes. A library choosing the **A** level would have the base collection of 21,500 and 80% of 45,000 added volumes, or 36,000 added volumes, for a total collection size of 57,500 volumes.

29. An Alabama public library will subscribe to at least **three** unique periodical titles for each 1000 persons in its community. [ ] [ ] [ ]

COLLECTIONS (continued)

	Not yet begun	Working on	Achieved
30. Of the periodicals subscribed to, an Alabama public library will subscribe to a minimum of 15 current periodical titles that are indexed in *Abridged Readers' Guide* .	[ ]	[ ]	[ ]
31. An Alabama public library will subscribe to the local paper(s) and one paper with state-wide coverage.	[ ]	[ ]	[ ]
32. An Alabama public library will have a circulation per capita as follows:	[ ]	[ ]	[ ]

LEVELS:	A : 2.5	AA : 3	AAA : 4	Level Selected : ____

*33. An Alabama public library will allocate a percentage of the library non-capital budget for library materials as follows:	[ ]	[ ]	[ ]

LEVELS:	A : 12%	AA : 16%	AAA : 20%	Level Selected : ____

34. An Alabama public library will have collections of which at least 10% were published within the last five years.	[ ]	[ ]	[ ]
35. An Alabama public library will systematically remove at least three percent of its collection each year.	[ ]	[ ]	[ ]

Not yet begun | Working on | Achieved

COLLECTIONS (continued)

36. An Alabama public library will have a turnover rate (circulation divided by holdings) as follows: [ ] [ ] [ ]

LEVELS:	A : 1	AA : 2	AAA : 4	Level Selected : ____

37. An Alabama public library will add a percentage of total holdings each year as follows: [ ] [ ] [ ]

LEVELS:	A : 5%	AA : 7.5%	AAA : 10%	Level Selected : ____

*38. An Alabama public library will have a written, board-approved policy for handling complaints about library materials. [ ] [ ] [ ]

*39. An Alabama public library will have a basic reference collection as described in Appendix B. [ ] [ ] [ ]

*40. An Alabama public library will have a written, board-approved policy on collection development, incorporating elements found in Appendix C. This policy will be reviewed at least once every three years. [ ] [ ] [ ]

SERVICES

	Not yet begun	Working on	Achieved
41. An Alabama public library will achieve a reference completion rate as follows:	[ ]	[ ]	[ ]

LEVELS:	A : 50%	AA : 65%	AAA : 80%	Level Selected : ____

42. An Alabama public library will answer, refer, or give a status report for 95% of reference requests within 24 hours.	[ ]	[ ]	[ ]
*43. An Alabama public library will provide walk-in and telephone reference service all hours the library is open.	[ ]	[ ]	[ ]
*44. An Alabama public library will have a written, board-approved library service policy, incorporating elements found in Appendix D. This policy will be reviewed at least once every three years.	[ ]	[ ]	[ ]
45. An Alabama public library will have a written, board-approved policy providing services for the educationally, socially, and culturally disadvantaged.	[ ]	[ ]	[ ]
46. An Alabama public library will have a written, board-approved policy establishing services for children.	[ ]	[ ]	[ ]
47. An Alabama public library will have a written, board-approved policy establishing services for the blind and physically handicapped.	[ ]	[ ]	[ ]

Not yet begun	Working on	Achieved

SERVICES (continued)

48. An Alabama public library will have a written, board-approved policy establishing outreach services for the homebound or institutionalized. [ ] [ ] [ ]

49. An Alabama public library will provide the following number of educational, recreational, or cultural programs each year: [ ] [ ] [ ]

LEVELS:	A : 10	AA : 25	AAA : 50	Level Selected : _____

Not yet begun | Working on | Achieved

COMMUNITY RELATIONS

50. An Alabama public library will have percentages of its community residents registered at the library as follows: [ ] [ ] [ ]

LEVELS:	A : 30%	AA : 40%	AAA : 50%	Level Selected : _____

*51. An Alabama public library will have library cards with an expiration date of five years or less or have a method of removing inactive registrations every five years. [ ] [ ] [ ]

52. An Alabama public library will implement at least **six** of the following publicity techniques outside the library each year: [ ] [ ] [ ]

___ radio
___ newspaper
___ magazines
___ news releases
___ commercial TV
___ cable TV
___ slide–tape shows
___ videocassettes
___ bookmarks
___ displays
___ electronic bulletin boards
___ posters/fliers
___ booths at fairs, etc.
___ brochures
___ bibliographies
___ newsletters
___ direct mail promotional materials
___ speakers available for community programs
___ storytimes at malls, etc.
___ other (please specify: _____)

53. An Alabama public library will have a brochure describing the library facilities, resources, services, and hours. [ ] [ ] [ ]

COOPERATION

	Not yet begun	Working on	Achieved
54. An Alabama public library will engage in at least **three** of the following cooperative activities with other types of libraries each year.	[ ]	[ ]	[ ]
A. In Planning			
1. Worked together to plan hours of service	___		
2. Worked together to plan purchase of materials	___		
B. In Professional Activities			
1. Shared professional tools or materials	___		
2. Shared knowledge of services	___		
3. Shared knowledge of collections	___		
4. Shared resources for reference questions	___		
5. Shared information for cataloging	___		
6. Had regular professional contact with other staffs	___		
C. In Projects			
1. Compiled bibliographies	___		
2. Undertook publicity or public relations efforts	___		
3. Exchanged staff	___		
4. Conducted staff training	___		
5. Prepared newsletters	___		
6. Provided reciprocal borrowing privileges by formal arrangement	___		
7. Developed union lists of holdings	___		
8. Provided library tours	___		
9. Provided programming	___		
10. Cooperated in buying materials	___		
11. Distributed booklists and newsletters	___		
55. The director of an Alabama public library will, if the library is a member of a public library system, attend at least four system meetings each year.	[ ]	[ ]	[ ]
*56. An Alabama public library will participate in the Alabama Library Information Network.	[ ]	[ ]	[ ]

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ALABAMA PUBLIC LIBRARY SYSTEM STANDARDS

INTRODUCTION

Public library systems in Alabama expand and enhance local library services. Such systems also help assure equal access to quality library service in Alabama by establishing a network of communication between public libraries. Although systems may be single– or multi–county, each public library system in Alabama has its own governing board and is made up of independent library members. The purposes of Alabama systems are:

- to provide direct services to the public, for example books by mail; and
- to facilitate the delivery of services at the local library level.

The techniques developed by systems to carry out these two purposes will vary. In general, systems may provide books, services, and/or direct payment to member libraries. Individual services will vary. For example, resource sharing may be promoted by a system–wide borrower's card, a machine–readable data base of locally–owned materials, or a coordinated collection development plan.

Although each system will establish priorities based on system–wide needs, there are service roles common among all public library systems. The long–range plan for public library systems should address services in primarily four areas: library development, resource sharing, public services, and professional development.

Library development coordinates library services system–wide. This coordination builds on the strengths of individual libraries and encourages cooperative planning. Elements to be considered in this category include:

- aiding communities to establish local libraries as need indicates;
- working with government officials at all levels to build support for local, system, and state library programs;
- planning for library services system–wide in cooperation with member libraries;
- assisting local libraries to plan and evaluate services;
- seeking alternate funding sources for system and local libraries; and
- devising methods to assure regular communication among system libraries.

Along with the Alabama Public Library Service, public library systems promote **resource sharing** in order to assure that all Alabama patrons have access to the fullest possible range of materials. Within the category of resource sharing are the following features:

- providing reference backup for local libraries;
- developing an effective interlibrary loan program;
- planning for area collection development;
- providing improved bibliographic access to system-area holdings; and
- establishing regular delivery between system member libraries.

Public services, including the extension of library service to unserved areas, may be offered directly by the system or by the local library. Development of a full spectrum of services for adults and children can be promoted by system-wide planning and evaluation. The system's responsibilities in public services are:

- promoting system and local library services;
- extending services to areas without library facilities;
- coordinating services for users with special needs;
- providing expertise in children's services; and
- coordinating programming system-wide and providing program support to member libraries.

Underlying the delivery of high quality library service are library staff with the prerequisite skills needed to plan and conduct library services. Systems assume an important role in the **professional development** of library staff by providing one-on-one assistance and formal learning opportunities. Aspects of the system professional development role are:

- offering continuing education activities;
- consulting with member libraries in all phases of library operations; and
- building a system staff with skills in all aspects of library operations.

The standards that have been developed for public library systems reflect these four roles of library development, resource sharing, public services, and professional development. The design of services to carry out these functions is not, however, the sole responsibility of the system. Member libraries need to assume an active role in the development of direct system services and promote the coordination of local library services.

ALABAMA PUBLIC LIBRARY SYSTEM STANDARDS

ADMINISTRATION

	Not yet begun	Working on	Achieved
1. The director of an Alabama public library system will have an MLS degree from an ALA-accredited library school. **In addition**, the system will have a minimum of the following number of staff members with an MLS degree from an ALA-accredited library school as recommended for their population group.	[ ]	[ ]	[ ]

Population in System Area	Number with MLS Degree
less than 50,000	1
50,000—150,000	2
over 150,000	3

2. An Alabama public library system will convene an annual meeting of all member libraries.	[ ]	[ ]	[ ]
3. An Alabama public library system will collect signed system and member library board meeting minutes to be filed at system headquarters.	[ ]	[ ]	[ ]
4. An Alabama public library system will hold system board meetings at least bi-monthly.	[ ]	[ ]	[ ]
5. An Alabama public library system will have local (i.e., not including state aid or federal funds) per capita support of at least 50¢.	[ ]	[ ]	[ ]

Not yet begun | Working on | Achieved

LIBRARY DEVELOPMENT/ SERVICE EXTENSION

6. An Alabama public library system will extend service to areas without library facilities in cooperation with member libraries. This service may include bookmobile and/or books-by-mail service. This extension service will be a minimum of 10% of the total system operating budget, excluding member library budgets. [ ] [ ] [ ]

7. An Alabama public library system will encourage the establishment or expansion of local library facilities as needs indicate. The system will prepare a written, system-wide facilities needs assessment at least once every five years. [ ] [ ] [ ]

8. An Alabama public library system will coordinate regional library service by developing a written long-range plan of system service in cooperation with local libraries. The plan should cover a period of five years and be updated annually. The plan should include the following elements: [ ] [ ] [ ]

    1. Basic Information about the Library,
    2. Community Conditions and Library Needs,
    3. Roles and Mission Statement,
    4. Goals and Objectives,
    5. Planned Activities,
    6. Plans for the Monitoring of Activities,
    7. Plans for Assessing the Achievement of Objectives.

(See Charles R. McClure and others, *Planning & Role Setting for Public Libraries; A Manual of Options and Procedures*, American Library Association, 1987.)

The plan should cover the following areas:

Library Development	Service Extension
Consulting	System Services
Resource Sharing	Continuing Education of System Area Librarians and Board Members

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LIBRARY DEVELOPMENT/SERVICE EXTENSION (continued)

		Not yet begun	Working on	Achieved
9.	An Alabama public library system will provide free access to all services to residents living in the service area of the system.	[ ]	[ ]	[ ]
10.	An Alabama public library system will promote uniform policies of service among system member libraries for residents living in the system area.	[ ]	[ ]	[ ]
11.	The director of an Alabama public library system will attend at least two board meetings of each member library annually.	[ ]	[ ]	[ ]
12.	An Alabama public library system will work with government officials to promote funding for system and local library services.	[ ]	[ ]	[ ]
13.	An Alabama public library system will seek alternate funding sources, such as federal grants, foundations, etc., to improve system-area services.	[ ]	[ ]	[ ]
14.	An Alabama public library system will assist local libraries to identify alternate funding sources (such as Alabama Humanities Foundation, service organizations, etc.).	[ ]	[ ]	[ ]
15.	An Alabama public library system will assist local libraries to prepare grant applications where appropriate.	[ ]	[ ]	[ ]

LIBRARY DEVELOPMENT/SERVICE EXTENSION (continued)

	Not yet begun	Working on	Achieved
16. An Alabama public library system will promote local library services by using at least six of the following publicity techniques each year and providing technical assistance to member libraries on local publicity outside of the library.	[ ]	[ ]	[ ]
17. An Alabama public library system will assist local libraries in planning and evaluating services. The system will have at least one planning/evaluating consultation with each member library each year.	[ ]	[ ]	[ ]
18. The director of an Alabama public library system will visit each member library during the library's service hours at least quarterly.	[ ]	[ ]	[ ]
19. An Alabama public library system will provide at least 10% of state aid received by the system in direct payment to member libraries.	[ ]	[ ]	[ ]
20. An Alabama public library system will provide free public library services.	[ ]	[ ]	[ ]

___ radio
___ newspaper
___ magazines
___ news releases
___ commercial TV
___ cable TV
___ slide–tape shows
___ videocassettes
___ bookmarks
___ displays
___ electronic bulletin boards
___ posters/fliers
___ booths at fairs, etc.
___ brochures
___ bibliographies
___ newsletters
___ direct mail promotional materials
___ speakers available for community programs
___ storytimes at malls, etc.
___ other (please specify: _____)

CONSULTING AND SERVICES

	Not yet begun	Working on	Achieved
21. An Alabama public library system will provide consulting service for local libraries in the areas of library planning and evaluation, reference, adult services, children's services, materials selection and weeding, and technical services.	[ ]	[ ]	[ ]
22. The staff of an Alabama public library system will have an average of four consultant contacts for each member library each year.	[ ]	[ ]	[ ]
23. An Alabama public library system will offer at least four continuing education activities for member librarians and board members annually.	[ ]	[ ]	[ ]
24. An Alabama public library system will annually aid member libraries to measure their progress toward meeting Alabama public library standards.	[ ]	[ ]	[ ]
25. An Alabama public library system will develop a plan for services to users with special needs, e.g., the blind, the physically handicapped, unemployed, educationally disadvantaged, etc., within the system area.	[ ]	[ ]	[ ]
26. An Alabama public library system will coordinate at least one children's and one adult system-wide programming series in local libraries annually.	[ ]	[ ]	[ ]

RESOURCE SHARING

		Not yet begun	Working on	Achieved
27.	An Alabama public library system will provide an interlibrary loan program that maximizes the use of all available resources.	[ ]	[ ]	[ ]
28.	An Alabama public library system will have one book per capita in the service area contained in the total collection of the system and member libraries.	[ ]	[ ]	[ ]
29.	An Alabama public library system will provide direct reciprocal borrowing among all member libraries.	[ ]	[ ]	[ ]
30.	An Alabama public library system will fill or refer (with a status report to the patron) 80% of interlibrary loan requests for specific items within seven working days.	[ ]	[ ]	[ ]
31.	An Alabama public library system will answer 60% of reference requests within two working days.	[ ]	[ ]	[ ]
32.	An Alabama public library system will have access to a basic reference collection to provide back-up reference service. This reference collection will include 80% or more of the recommended titles on the APLS Reference List. (See Appendix B.)	[ ]	[ ]	[ ]

RESOURCE SHARING (continued)

	Not yet begun	Working on	Achieved
33. An Alabama public library system will develop a written plan for system-area collection development. This plan will provide for collection analysis of member library collections every three years.	[ ]	[ ]	[ ]
34. An Alabama public library system will provide bibliographic access to 80% of the holdings of system libraries, e.g., through union lists, online catalog, etc.	[ ]	[ ]	[ ]
35. An Alabama public library system will provide free telephone communications to and from the system headquarters for member libraries.	[ ]	[ ]	[ ]
36. An Alabama public library system will provide a mechanism for at least once-a-week delivery as an alternative to mail.			

APPENDIX A.

Personnel Policies

A personnel policy should address the following elements.

Filling vacancies

- Recruitment
- Selection
- Appointment

Personnel procedures

- Probation
- Performance evaluation
- Promotion
- Grievance procedures
- Personnel records
- Resignation and dismissal
- Retirement

Salaries, position classifications

Benefits

- Insurance
- Retirement plan
- Worker's Compensation
- Hours, schedules, overtime, compensatory time

Staff development (can be a separate continuing education policy)

- In-service training
- Formal education
- Professional affiliations

Vacation and leave

- Vacation
- Sick leave
- Holidays
- Personal leave, including maternity and paternity leave
- Professional and educational leave
- Jury duty
- Reserve military duty
- Emergency leave

APPENDIX B.

Basic Reference Collection

The following sources are considered basic to the provision of reference service by Alabama public libraries. In order to meet the standards, the titles owned by a public library or public library system should be in the latest edition available. The list of titles and types of reference sources has been prepared by the Alabama Public Library Service.

Starred (*) items are those that should be owned by each Alabama public library.

Public library systems should own at least 80% of the entire list.

Alabama code (with updates)
A basic companion to music
* A major dictionary (no older than five years)
* A major encyclopedia (no older than five years)
Local city directory
* *Alabama County Data Book*
Alabama Mining and Manufacturing Directory
Alabama Municipal Data Book
Alabama's State and Local Governments
* *Bartlett's Familiar Quotations*
Basic History of Art [by H. W. Janson]
* *Benet's Reader's Encyclopedia*
Books in Print
Business Forms on File
Chase's Calendar of Annual Events
* *Chilton's Auto Repair Manual*
* *Congressional Directory* [Government Printing Office]
County and City Data Book [Bureau of the Census]
Current Biography
* *Encyclopedia of Black America*
Encylopedia of Associations, Vol. 1, parts 1–3
Fundamentals of Legal Research
Granger's Index to Poetry
Guide to Reference Books [by Eugene P. Sheehy] 39

APPENDIX B., Basic Reference Collection (continued)

- *Hammond World Atlas*
  Handbook of Denominations in the United States
- *J. K. Lasser's Your Income Tax*
- *The Kovels' Antiques & Collectibles Price List*
  Magill's Bibliography of Literary Criticism
- *A Manual for Writers of Term Papers, Theses, and Dissertations*
  Masterplots (basic set)
  McGraw-Hill Encyclopedia of Science and Technology (or abridged edition)
- *The Merck Manual of Diagnosis and Therapy*
- *New Book of Popular Science*
- *The New Emily Post's Etiquette*
  Occupational Outlook Handbook
- *Old Farmers Almanac*
- *The Oxford Companion to American History*
- *The Oxford Companion to American Literature*
  Personal Forms on File
- *Peterson's Guide to Four-Year Colleges*
- *Physician's Desk Reference*
- *Rand McNally Road Atlas: United States, Canada, Mexico*
- *Readers' Guide to Periodical Literature, Abridged Readers' Guide to Periodical Literature,* or *Magazine Index*
- *Roget's Thesaurus*
- *The Secretary's Handbook: A Manual for Office Personnel*
- *The Source: A Guidebook of American Genealogy*
  Statistical Abstract of the United States
  Summaries of Leading Cases on the Constitution
  U.S. Postal Service Zip Code Directory
- *The United States Government Manual*
- *Webster's Biographical Dictionary*
- *The World Almanac and Book of Facts*
- *The World Since 1945* [by Thomas E. Vadney]

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APPENDIX C.

Collection Development Policies

A collection development policy is more than a materials selection policy. Collection development is a process whereby the library staff bring together a variety of materials to meet patron demand. Patron demand is defined in the broad sense to indicate what the patron knows is presently needed or wanted, as well as what may be needed or wanted sometime in the future. It does not simply mean the active user's persistent requests for the latest or the greatest, since catering to such pressures exclusively will detract from the library's ability to offer in-depth and wide-ranging service to less vocal elements of the community.

In the process of collection development, strengths and weaknesses are identified and a plan created to correct the weaknesses and maintain the strengths. The plan gives guidance to staff—to be consulted when deciding in what subject areas to consider buying and how much emphasis each area should receive.

A collection development policy should include:

Description of community to be served

Description of clientele to be served

Parameters of the collection, i.e., subject areas included, types of formats

Purposes of collection

Priorities and limitations, i.e., multiple copies, gifts, cooperative collection development

Selection

- Criteria
- Responsibility
- Method of selection
- Procedures for selection

Statement on intellectual freedom adopting the Freedom to Read, Library Bill of Rights, and Freedom to View statements

Withdrawal of materials

Evaluation of collection

The above is based upon *Developing Library Collections*, by G. Edward Evans, (Libraries Unlimited, 1979).

APPENDIX D.

Library Service Policies

Policies on the following topics should be adopted by the board, written and available to the public, and reviewed regularly:

Meeting room use

Charges for service: fines, fees

Borrowing privileges

- Eligibility
- Fees for non-residents
- Responsibilities of borrowers

Circulation policies

- Length of loans
- Number of items loaned
- Number of items loaned per topic
- Renewals
- Reserves
- Lost or damaged materials

Displays, exhibits

Bulletin board restrictions

Confidentiality of library records

Service outlets and hours

Reference work for students, genealogists, etc.

Materials access policy

Gifts

Emergency procedures

Problem behavior

Unattended children

Use of volunteers

Interlibrary loan

APPENDIX E.

List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries

In Alabama, a public library system is defined as an organization which is composed of legally established autonomous public libraries. A public library system is characterized by multiple policy-making library boards operating within a framework of written contracts. A public library organization covering more than one county will be considered a library system.

As of March of 1988, the public library systems in Alabama are:

MULTI-COUNTY PUBLIC LIBRARY SYSTEMS:

Carl Elliott Regional Library
Cheaha Regional Library
Choctawhatchee Regional Library
Cross Trails Regional Library
Horseshoe Bend Regional Library
Muscle Shoals Regional Library
Northwest Regional Library
Wheeler Basin Regional Library

SINGLE-COUNTY PUBLIC LIBRARY SYSTEMS:

Baldwin County Library System
Birmingham Public-Jefferson County Library
Escambia County Cooperative Library
Marshall County Cooperative Library
Mildred B. Harrison Regional Library (Shelby Co.)
Pickens County Cooperative Library
St. Clair County Library
Sumter County Library System

APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

In Alabama, a public library is defined as an agency which is overseen by a single legally established policy-making board of trustees. A public library may or may not have branch library agencies. As of March of 1988, the public libraries in Alabama are:

PUBLIC LIBRARIES:

ABBEVILLE, HENRY COUNTY
Abbeville Memorial Library

ADAMSVILLE, JEFFERSON COUNTY
Adamsville Public Library

AKRON, HALE COUNTY
Akron Public Library

ALABASTER, SHELBY COUNTY
Albert L. Scott Library

ALBERTVILLE, MARSHALL COUNTY
Albertville Public Library

ALEXANDER CITY, TALLAPOOSA COUNTY
Adelia McConnell Russell Library

ALICEVILLE, PICKENS COUNTY
Aliceville Public Library

ANDALUSIA, COVINGTON COUNTY
Andalusia Public Library

ANNISTON, CALHOUN COUNTY
Public Library of Anniston-Calhoun

ARAB, MARSHALL COUNTY
Arab Public Library

ARITON, DALE COUNTY
Ariton Public Library

ARLEY, WINSTON COUNTY
Arley Public Library

ASHLAND, CLAY COUNTY
Ashland City Library

ASHVILLE, ST. CLAIR COUNTY
Ashville Public Library

ATHENS, LIMESTONE COUNTY
Athens Public Library

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APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

ATMORE, ESCAMBIA COUNTY
Atmore Public Library

ATTALLA, ETOWAH COUNTY
Attalla-Etowah Co. Public Library

AUBURN, LEE COUNTY
Hollifield Memorial Library

BAY MINETTE, BALDWIN COUNTY
Hampton D. Ewing Public Library

BAYOU LA BATRE, MOBILE COUNTY
Mose Hudson Tapia Public Library

BESSEMER, JEFFERSON COUNTY
Bessemer Public Library

BLOUNTSVILLE, BLOUNT COUNTY
Blountsville Public Library

BOAZ, MARSHALL COUNTY
Boaz Public Library

BRANTLEY, CRENSHAW COUNTY
Brantley Public Library

BREWTON, ESCAMBIA COUNTY
Brewton Public Library

BRUNDIDGE, PIKE COUNTY
Brundidge Public Library

BUTLER, CHOCTAW COUNTY
Choctaw County Public Library

CALERA, SHELBY COUNTY
Calera Public Library

CAMDEN, WILCOX COUNTY
Wilcox County Library

CARBON HILL, WALKER COUNTY
Carbon Hill City Library

CARROLLTON, PICKENS COUNTY
Carrollton Public Library

CENTRE, CHEROKEE COUNTY
Cherokee County Public Library

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APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

CENTREVILLE, BIBB COUNTY
Brent-Centreville Public Library

CHATOM, WASHINGTON COUNTY
Washington County Public Library

CHEROKEE, COLBERT COUNTY
Cherokee Public Library

CHICKASAW, MOBILE COUNTY
Ina Pullen Smallwood Memorial Library

CHILDERSBURG, TALLADEGA COUNTY
Earle A. Rainwater Memorial Library

CITRONELLE, MOBILE COUNTY
Citronelle Memorial Library

CLANTON, CHILTON COUNTY
Chilton-Clanton Public Library

CLAYTON, BARBOUR COUNTY
Town and County Public Library

CLIO, BARBOUR COUNTY
Elton B. Stephens Library

COLLINSVILLE, DEKALB COUNTY
Collinsville Public Library

COLUMBIANA, SHELBY COUNTY
Columbiana Public Library

CORDOVA, WALKER COUNTY
Cordova Public Library

CULLMAN, CULLMAN COUNTY
Cullman County Public Library

DADEVILLE, TALLAPOOSA COUNTY
Dadeville Public Library

DALEVILLE, DALE COUNTY
Daleville Public Library

DAPHNE, BALDWIN COUNTY
Daphne Public Library

DECATUR, MORGAN COUNTY
Decatur Public Library

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APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

DEMOPOLIS, MARENGO COUNTY
Demopolis Public Library

DORA, WALKER COUNTY
Dora Public Library

DOTHAN, HOUSTON COUNTY
Houston-Love Memorial Library

DOUBLE SPRINGS, WINSTON COUNTY
Double Springs Public Library

ELBA, COFFEE COUNTY
Elba Public Library

ENTERPRISE, COFFEE COUNTY
Enterprise Public Library

EUFAULA, BARBOUR COUNTY
Eufaula Carnegie Library

EUTAW, GREENE COUNTY
Greene County Public Library

EVERGREEN, CONECUH COUNTY
Evergreen-Conecuh Co. Public Library

FAIRFIELD, JEFFERSON COUNTY
Fairfield Public Library

FAIRHOPE, BALDWIN COUNTY
Fairhope Public Library

FAYETTE, FAYETTE COUNTY
Fayette County Memorial Library

FLOMATON, ESCAMBIA COUNTY
Flomaton Public Library

FLORALA, COVINGTON COUNTY
Florala Memorial Public Library

FLORENCE, LAUDERDALE COUNTY
Florence-Lauderdale Public Library

FOLEY, BALDWIN COUNTY
Foley Public Library

FORT PAYNE, DEKALB COUNTY
DeKalb County Public Library

APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

FULTONDALE, JEFFERSON COUNTY
Fultondale Public Library

GADSDEN, ETOWAH COUNTY
Gadsden-Etowah Co. Public Library

GARDEN CITY, CULLMAN COUNTY
Garden City Public Library

GARDENDALE, JEFFERSON COUNTY
Gardendale Public Library

GENEVA, GENEVA COUNTY
Emma Knox Kenan Public Library

GOODWATER, COOSA COUNTY
Goodwater Public Library

GORDO, PICKENS COUNTY
Gordo Public Library

GRAYSVILLE, JEFFERSON COUNTY
Graysville Public Library

GREENSBORO, HALE COUNTY
Hale County Library

GREENVILLE, BUTLER COUNTY
Greenville-Butler County Public Library

GROVE HILL, CLARKE COUNTY
Clarke County Public Library

GUIN, MARION COUNTY
MCHS Community Library

GULF SHORES, BALDWIN COUNTY
Gulf Shores Public Library

GUNTERSVILLE, MARSHALL COUNTY
Guntersville Public Library

HALEYVILLE, WINSTON COUNTY
Haleyville Public Library

HAMILTON, MARION COUNTY
Hamilton Public Library

HARTFORD, GENEVA COUNTY
Hartford Public Library

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APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

HARTSELLE, MORGAN COUNTY
Hartselle Public Library

HEADLAND, HENRY COUNTY
Blanche R. Solomon Memorial Library

HEFLIN, CLEBURNE COUNTY
Lucile L. Morgan Public Library

HELENA, SHELBY COUNTY
Helena Public Library

HOMEWOOD, JEFFERSON COUNTY
Homewood Public Library

HOOVER, JEFFERSON COUNTY
Hoover Public Library

HUEYTOWN, JEFFERSON COUNTY
Hueytown Public Library

HUNTSVILLE, MADISON COUNTY
Huntsville-Madison Co. Public Library

IRONDALE, JEFFERSON COUNTY
Irondale Public Library

JACKSON, CLARKE COUNTY
Jackson Public Library

JACKSONVILLE, CALHOUN COUNTY
Jacksonville Public Library

JASPER, WALKER COUNTY
Jasper Public Library

JEMISON, CHILTON COUNTY
Jemison Public Library

KENNEDY, LAMAR COUNTY
Kennedy Public Library

LAFAYETTE, CHAMBERS COUNTY
Lafayette Public Library

LEEDS, JEFFERSON COUNTY
Leeds Public Library

LEIGHTON, COLBERT COUNTY
Leighton Public Library

APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

LINCOLN, TALLADEGA COUNTY
Lincoln Public Library

LINDEN, MARENGO COUNTY
Marengo County Public Library

LINEVILLE, CLAY COUNTY
Lineville Public Library

LIVINGSTON, SUMTER COUNTY
Ruby Pickens Tartt Public Library

LOUISVILLE, BARBOUR COUNTY
Louisville Public Library

LOXLEY, BALDWIN COUNTY
Loxley Public Library

LUVERNE, CRENSHAW COUNTY
Luverne Public Library

LYNN, WINSTON COUNTY
Lynn Public Library

MAPLESVILLE, CHILTON COUNTY
Maplesville Public Library

MARION, PERRY COUNTY
Marion-Perry County Library

MIDFIELD, JEFFERSON COUNTY
Midfield Public Library

MIDLAND CITY, DALE COUNTY
Mary Berry Brown Memorial Library

MILLBROOK, ELMORE COUNTY
Millbrook Public Library

MILLPORT, LAMAR COUNTY
Millport Public Library

MOBILE, MOBILE COUNTY
Mobile Public Library

MONROEVILLE, MONROE COUNTY
Monroe County Library

MONTEVALLO, SHELBY COUNTY
Parnell Memorial Library

APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

MONTGOMERY, MONTGOMERY COUNTY
Montgomery City-County Public Library

MOODY, ST. CLAIR COUNTY
Moody Public Library

MOULTON, LAWRENCE COUNTY
Lawrence County Public Library

MOUNDVILLE, HALE COUNTY
Moundville Public Library

MOUNTAIN BROOK, JEFFERSON COUNTY
Emmet O'Neal Public Library

MUSCLE SHOALS, COLBERT COUNTY
Muscle Shoals City Public Library

NEWTON, DALE COUNTY
Newton Public Library

ODENVILLE, ST. CLAIR COUNTY
Odenville Public Library

ONEONTA, BLOUNT COUNTY
Oneonta Public Library

OPELIKA, LEE COUNTY
Lewis Cooper Jr. Memorial Library

OPP, COVINGTON COUNTY
Opp Public Library

OXFORD, CALHOUN COUNTY
Oxford Public Library

OZARK, DALE COUNTY
Dale County War Memorial Library

PELHAM, SHELBY COUNTY
Pelham Public Library

PHENIX CITY, RUSSELL COUNTY
Phenix City-Russell County Library

PIEDMONT, CALHOUN COUNTY
Piedmont Public Library

PLEASANT GROVE, JEFFERSON COUNTY
Pleasant Grove Public Library

APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

PRATTVILLE, AUTAUGA COUNTY
Autauga-Prattville Public Library

PRICHARD, MOBILE COUNTY
Prichard Public Library

RAGLAND, ST. CLAIR COUNTY
Ragland Public Library

RAINBOW CITY, ETOWAH COUNTY
Rainbow City Public Library

RAINSVILLE, DEKALB COUNTY
Rainsville Public Library

RED BAY, FRANKLIN COUNTY
Weatherford Public Library

REFORM, PICKENS COUNTY
Reform Public Library

ROANOKE, RANDOLPH COUNTY
Annie L. Awbrey Public Library

ROBERTSDALE, BALDWIN COUNTY
Robertsdale Public Library

ROCKFORD, COOSA COUNTY
Rockford Public Library

ROGERSVILLE, LAUDERDALE COUNTY
Rogersville Public Library

ROOSEVELT CITY, JEFFERSON COUNTY
Roosevelt City Public Library

RUSSELLVILLE, FRANKLIN COUNTY
Russellville Public Library

SAMSON, GENEVA COUNTY
Samson Public Library

SCOTTSBORO, JACKSON COUNTY
Scottsboro Public Library

SELMA, DALLAS COUNTY
Selma-Dallas County Public Library

SHEFFIELD, COLBERT COUNTY
Sheffield Public Library

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APPENDIX E., List of Alabama Multi–county Public Library Systems, Single–county Public Library Systems, and Public Libraries (continued)

SILVERHILL, BALDWIN COUNTY
Oscar Johnson Memorial Library

SULLIGENT, LAMAR COUNTY
Sulligent Public Library

SUMITON, WALKER COUNTY
Sumiton Public Library

SYLACAUGA, TALLADEGA COUNTY
B.B. Comer Memorial Library

TALLADEGA, TALLADEGA COUNTY
Talladega Public Library

TALLASSEE, TALLAPOOSA COUNTY
Tallassee Community Library

TARRANT, JEFFERSON COUNTY
Tarrant Public Library

THOMASVILLE, CLARKE COUNTY
Thomasville Public Library

THORSBY, CHILTON COUNTY
Thorsby Public Library

TROY, PIKE COUNTY
Troy Public Library

TRUSSVILLE, JEFFERSON COUNTY
Trussville Public Library

TUSCALOOSA, TUSCALOOSA COUNTY
Tuscaloosa Public Library

TUSCUMBIA, COLBERT COUNTY
Helen Keller Public Library

TUSKEGEE, MACON COUNTY
Macon County–Tuskegee Public Library

UNION SPRINGS, BULLOCK COUNTY
Union Springs Public Library

UNIONTOWN, PERRY COUNTY
Uniontown Public Library

VALLEY, CHAMBERS COUNTY
H. Grady Bradshaw–Chambers Co. Library

APPENDIX E., List of Alabama Multi-county Public Library Systems, Single-county Public Library Systems, and Public Libraries (continued)

VERNON, LAMAR COUNTY
Vernon Public Library

VESTAVIA HILLS, JEFFERSON COUNTY
Vestavia Hills Public Library

VINCENT, SHELBY COUNTY
Lallouise F. McGraw Public Library

WARRIOR, JEFFERSON COUNTY
Warrior Public Library

WETUMPKA, ELMORE COUNTY
Wetumpka Public Library

WILSONVILLE, SHELBY COUNTY
Wilsonville Public Library

WINFIELD, MARION COUNTY
Winfield Public Library

YORK, SUMTER COUNTY
Hightower Memorial Library